



Government of West Bengal  
**PASCHIMANCHAL UNNAYAN PARSHAD**

Ailakundi (Behind S.B.S.T.C. Garage), Kenduadihi, Bankura

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## Guidelines for preparation of schemes for vetting

During scrutiny of various schemes submitted by different organisations to PUP Bankura for vetting it is observed that most of the schemes are incomplete in nature. The schemes are missing many components which are necessary for scrutiny and then vetting by the Engineering Wing of PUP, Bankura.

During preparation of scheme by any Authority the following points should be kept in mind to avoid un-necessary delay in vetting the scheme.

- 1) The scheme should contain one Index Map on mouza sheet clearly marking the location of the proposed scheme in red ink.
- 2) There should be one pre-facing report of the scheme clearly stating the justification of the scheme, location, name of the Department from where the schedule of rates are obtained etc.
- 3) The name of the BLOCK and the DISTRICT should invariably be mentioned in the scheme.
- 4) Design note should be prepared for major structural work based on soil investigation report from recognised expert in the said field.
- 5) Proper drawings such as Plan, Elevation, Sectional Elevation etc. should be prepared.
- 6) Details calculation and abstract of the estimate should be there in the scheme.
- 7) The name of the Department from where the schedule of rates are obtained should be clearly mentioned in the pre-facing report as well as in the abstract of the estimate.
- 8) In case of a scheme of building works the rates of current P.W.D. (Building and sanitary & plumbing) schedule should be taken.
- 9) In case of a scheme of different type of road works the rates of current PWD (Roads) schedule should be taken.
- 10) In case of any other type of scheme the current rates of WRDD, Kangsabati Circle, Mayurakshi Canal Circle, Damodar Irrigation Circle, O.S.D. I. & W. Dte., concerned Zilla Parishad and any other Organization may be taken and the same should be mentioned in (7) above.
- 11) Analysis of rate should be provided in the estimate of proposed scheme if the item of work is not covered by any of the above schedule.

Forwarded to C.E.O., P.U.P., Bankura for his kind perusal.

*30.01.13.*

**Superintending Engineer**  
**Paschimanchal Unnayan Parshad**

*30/1/13.*

**Chief Executive Officer**  
**Paschimanchal Unnayan Parshad**

**Memo No. 149(100) /PUP/BNK**

**Dated: 30/01/2013**

Copy forwarded for information to the:-

- 1) District Magistrate,.....
- 2) Sub-Divisional Officer,.....Dist.....
- 3) Block Development Officer,.....
- 4) Implementing Agency:.....

*30/1/13.*

**Chief Executive Officer**  
**Paschimanchal Unnayan Parshad**